

EDITED TASK LISTING

CLASSIFICATION: CONSTRUCTION SUPERVISOR I, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Provide training to state staff, casuals (skilled trades person), and inmates/youthful offenders to ensure compliance with state rules and regulations utilizing Title 15, Departmental Operations Manual, institutional policies and procedures under the direction of the Construction Supervisor II.
2.	Provide safety training to state staff, casuals (skilled trades person) and inmates/youthful offenders to ensure compliance with state rules and regulations utilizing Title 8, the Injury Illness Prevention Program (IIPP), California Occupational Safety Hazardous Association (Cal-OSHA) under the direction of the Construction Supervisor II.
3.	Provide training to state staff, casuals (skilled trades person) and inmates/youthful offenders regarding construction projects, tasks, activities and disciplines of the various construction trades to improve job skills and knowledge utilizing personal expertise and principles of construction project management as needed for successful job performance on an ongoing basis.
4.	Coordinate work in progress in order to ensure completion of assigned construction projects within budget and timeframes under the general direction of the Construction Supervisor II utilizing construction schedules and allotted funds.
5.	Inspect work in progress to ensure quality control utilizing construction standards listed in the Uniform Building Codes (i.e., plumbing, electrical, mechanical, etc.) on a daily basis.
6.	Supervise Inmate/Ward Labor (I/WL) construction projects at assigned State correctional facilities to ensure accuracy and compliance with approved construction documents utilizing plans, specification, building codes and standards under the direction of the Construction Supervisor II.
7.	Supervise state staff, casual and inmates/youthful offenders to ensure compliance with state rules and regulations as it applies to the I/WL program utilizing Title 8, Title 15 and Departmental Operations Manual (DOM), under the direction of the Construction Supervisor II on a daily basis.
8.	Prepare budget estimate for assigned project (i.e., material, labor, equipment, etc.) in order to ensure project viability and project management utilizing construction documents and site conditions under the general direction of the Construction Supervisor II.
9.	Inspect work in progress to ensure compliance with plans, codes and standards utilizing construction standards listed in the Uniform Building Codes (i.e., plumbing, electrical, mechanical, etc.) on a daily basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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Task Statements	
10.	Inspect work in progress for compliance with schedules and deadlines as defined in project scope utilizing the original timeframes on an as needed basis.
11.	Determine for purchase of required materials, tools and equipment in order to complete an assigned project utilizing the construction documents (i.e., plans, specification, site conditions, availability of existing resources, etc.) under the direction of the Construction Supervisor II.
12.	Arrange for purchase of required materials, tools and equipment in order to complete an assigned project within specified timeframes utilizing the proper state purchasing guidelines under the direction of the Construction Supervisor II.
13.	Obtain bids from vendors in order to comply with purchasing guidelines utilizing office equipment (i.e., fax, phone, internet, etc) on an as needed basis.
14.	Prepare procurement documents for submission to purchasing authorities in compliance with state policies/procedures utilizing interoffice requisition forms (CDCR 954/Cal Card) under the direction of the Construction Supervisor II.
15.	Inspect and verify that the quality and quantity of material, supplies, tools and equipment are received as ordered/contracted to ensure compliance with plans and specifications utilizing approved construction, procurement and contract documentation as needed.
16.	Document and report the receipt of material, supplies, tools and equipment to ensure payment to vendors utilizing procurement (i.e., purchase order, stock received report, etc.) and/or contract documentation as needed.
17.	Evaluate and review submittals (i.e., data, shop drawings, manufacturers cut sheets, etc.) to ensure materials and equipment specified complies with plans/specifications and provide recommendations to the Architectural and Engineering section under the general direction of the Construction Supervisor II.
18.	Delegate project work activity to state staff, casuals (skilled trades person), and inmates/youthful offenders in order to facilitate completion of assigned construction projects utilizing project/construction documents under the general direction of the Construction Supervisor II.
19.	Identify project/site needs for contracts based on approved construction documents and needs under the direction of Construction Supervisor II.

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20.	Prepare contract request (i.e., scope of work, timeframes, cost, terms, etc.) in order to facilitate services on the assigned project utilizing construction documents, site conditions and program needs under the direction of the Construction Supervisor II.
21.	Administer project/site needs for contracts based on approved construction documents and needs under the direction of Construction Supervisor II.
22.	Review plans, specifications, and site condition against actual field conditions in order to identify necessary changes and provide assistance to architectural and engineering staff utilizing the Request for Information (RFI) process under the direction of the Construction Supervisor II.
23.	Implement and document changes identified in RFI response (i.e., estimates, As-Built, plans, specifications, etc.) utilizing project records and construction documentation in order to maintain accurate records, as required.
24.	Conduct meetings and deliver effective oral presentations to institutional administration, and employees in order to provide construction project information utilizing presentation tools and techniques as needed.
25.	Evaluate the specific trades and number of staff required for construction projects in order to determine staffing needs utilizing project/construction documentation under the general direction of a Construction Supervisor II.
26.	Coordinate the hiring of specific trade personnel required for construction projects through contact with appropriate building trades unions in order to facilitate completion of assigned construction projects under the general direction of a Construction Supervisor II.
27.	Work closely with Institution to ensure that qualified inmate/youthful offender labor force is available for construction projects utilizing classification committee/counselor on an as needed basis.
28.	Interview and hire qualified inmate/youthful offenders for construction projects utilizing available recommendations from the classification committee/counselor on an as needed basis.

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29.	Direct and coordinate the activities of assigned custody staff as it relates to construction projects in order to complete the project and to maintain the safety and security of the institution/facilities utilizing post orders, communication skills, tact, etc. as needed.
30.	Coordinate construction activities with regards to impact on institution/facility security, operations and program needs utilizing effective communication skills under the general direction of the Construction Supervisor II.
31.	Maintain the safety and security of persons and property to prevent escape and/or injury to inmates/youthful offenders or to property in accordance with Title 15, California Code of Regulations on an on going basis.
32.	Maintain security of assigned working areas through inspections and searches for contraband (i.e., weapons or illegal drugs, etc.) and inventory of materials, tools, keys and locks to ensure a safe work environment in accordance with Title 15, California Code of Regulations on an on going basis.
33.	Communicate effectively both orally and in writing utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations on an as needed basis.
34.	Document (i.e., daily diary, project inspection report, etc.) the construction project for compliance with plans, specifications, and codes/standards utilizing site evaluations, personal observation, industry knowledge, etc. as required.
35.	Report (i.e., master schedule, special reports, etc.) the construction project status to provide updates and possible concerns to management utilizing site evaluations, personal observation, industry knowledge, etc. as required.
36.	Initiate and prepare field documents in order to assist in the preparation of change orders to approved contracts and construction documents utilizing site conditions and observations on an as needed basis under the direction of Construction Supervisor II.
37.	Develop detailed drawings to clarify construction conflicts for construction or fabrication of assemblies, parts and components utilizing basic drafting skills, as needed.

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Task Statements	
38.	Coordinate the repair of construction tools and equipment in order to meet safety requirements and operational needs utilizing manufacturer's recommendations, state fleet administration guidelines and departmental policies/procedures on an as needed basis.
39.	Responsible for the accountability of construction tools and equipment to ensure inventory control utilizing policies/procedures on a daily basis.
40.	Administer the department-wide mandates concerning Equal Employment Opportunity and Americans with Disabilities Act as defined by established guidelines/policies in order to ensure a discrimination free work environment on an on going basis.
41.	Develop construction schedules utilizing Microsoft Project to estimate project timeframes and cost, track project completion status and keep administration informed under the direction of the Construction Supervisor II on an as needed basis.